

Answers to questions received regarding Local Child Care Resource and Referral Services Request for Funds:

Q1: Does the Master Coach have to have a caseload of providers?

A1: No, the master coach does not have to have a caseload of providers. Proposals should indicate how the proposed solution is the most efficient and effective use of resources given the number of coaches and the caseloads of providers within the SDA.

Q2) In the Scope of Work, on Page 7, it says that all training cancellations have to be approved by IACCRR and Participants must be notified 24 hours in advance. What happens if there is sudden bad weather on the day of the training or the trainer is sick or has an emergency? What happens when an outside trainer cancels on us at the last minute?

A2) In the case of extenuating circumstances beyond Grantees control, IACCRR and training participants must be notified as quickly as possible.

Q3) Can the cost proposal include paying for a current staff member's education to help them finish their bachelor's degree?

Respondents may propose this as a solution (see Q10 for additional information). All responses must indicate how this is the most effective and efficient use of funds to accomplish the project goals.

Q4) In the Scope of Work, on Page 9, it states that each staff member must be an individual member of a nationally recognized professional organization relevant to their job duties. In the past the contract would not pay for individual memberships. Will it pay for them now? Can we put this in our cost proposal?

A4) Respondents may include these costs as part of their proposal. Respondents should indicate how the proposal will best ensure employee commitment to the professionalization of the field of ECE and OST. Any cost savings available from national organizations should be leveraged.

Q5) What procedures should we be following for our national criminal background check? Is there a specific agency we are supposed to use?

A5) For individuals who have access to children, comprehensive background checks are to be completed in a manner consistent with background checks conducted for other child care staff/volunteers including the submission of a consent to release form to OECOSL in order for the State to complete a check of the Child Protection Index and the Sex Offender Registry, and a fingerprint check of the FBI database through the State's approved vendor.

For staff that will not have access to children a consent form must be submitted to OECOSL and a national, fingerprint based criminal background check must be completed. Results of these national checks must be kept on file with the Grantee.

Q6) Can you provide a current link for the State of Indiana's Ethics training. The last several times we have tried to take it the training would not launch.

A6) The following page has information for ethics training for contractors.

<http://www.in.gov/ig/2689.htm>

There is a link on this page to launch the training. That link will take you to this page:

http://www.in.gov/ig/files/training/ethics_indiv_business/player.html

Q7) Which required staffing positions are considered TA Specialists?

A7) Coaches, including Master Coaches, Infant Toddler Specialists, Inclusion Specialists, School Age Specialists, Hispanic Outreach Specialists.

Q8) In the Scope of work it says that we are to establish and participate in Communities of Learning. In the glossary it says that for our purpose these will be online. Is there a specific platform that we will be using to establish the Communities of Learning? Will they be statewide or will each agency establish their own?

A8) Respondents are encouraged to propose the most effective solution(s) to establishing Communities of Learning that promote positive project outcomes.

Q9) Under Critical Functions, Attachment L, the Inclusion Specialist Position does not mention CLIMBS. Will this still be a part of their responsibilities?

A9) CLIMBS, as it is currently structured, is under review. Additional details will be available at a later date.

Q10) Will local CCR&R staff be eligible for T.E.A.C.H. Scholarships to assist them in reaching the mandatory educational requirements.

A10) The State is reviewing the viability of a scholarship program for coaching and technical assistant providers; however, details are not known at this time, including details on the level of financial support that will be available or the other criteria, such as a retention commitment or cost sharing percentage, that may be required for a TA scholarship recipient.

Q11) Who are the RFF reviewers made up of?

A11) The RFF review team will be made up of State staff with experience in the field of ECE and OST programs, as well as State staff with experience in CCR&R functions.

Q12) If a new grantee is awarded, is there a requirement for taking the current staff?

A12) There is no requirement that a new grantee hire staff from the current grantee.

Q13) Please explain: Describe how you will coordinate specialized technical assistance delivery and Paths to QUALITY coaching with outside agencies, including but not limited to IACCRR, other local CCR&Rs, other Paths to QUALITY coaches, and OECOSL licensing and nurse health consultants. (3L)

A13) It is the expectation of the State that all local CCR&R services be offered in a collaborative way. This collaborative approach may take multiple forms and could include conducting joint site visits, co-consultation through email or phone calls with providers, and implementing a collaborative coaching model with licensing consultants and other Paths to Quality Coaches as appropriate. The goal is to provide technical assistance that best meets the needs of all providers across the continuum of quality from pre-licensure to Level 4 on Paths to QUALITY, recognizing that the attainment of quality is not linear but rather iterative in nature.

Q14) At the Bidders Conference, you mentioned "innovative proposals"...can you please provide an example or expand?

A14) The State does not have a specific example of an innovative proposal but is seeking input from respondents. All innovative proposals must be well articulated and well documented as evidence-based and promote the overall project goals in order to be considered. All decisions on innovative proposals is subject to the overall funds available.

Q15) Can staff be salaried?

A15) Yes

Q16) Can the Paths to QUALITY Master Coach be combined with another position such as Education Coordinator?

A16) Mandatory positions may be combined, if appropriate, but proposals must clearly articulate how all functions will be fully performed and that proposed staff meets the required qualifications for both positions. Additionally, proposals must indicate the amount of time a staff person will allocate, on average, to each role.

Q17) The required attachments are ACDEF correct?

A17) Proposals must include all required components as indicated in the RFF on page 5.

Q18) If we deliver the grant in person, do we have to make an appointment for drop off? If so, who do we contact?

A18) Proposals may be dropped off during office hours without an appointment. OECOSL has a front desk staff person that can accept the proposals and date stamp the documents. If front desk attendant is not available ask for Melanie Brizzi, Rhonda Clark or Meghan Smith. Do not leave documents unattended. Ask for assistance.

Q19) At the Bidders Conference, you mentioned updating the table of contents as grant changes...can you clarify?

A19) Respondents should include an updated, correct Table of Contents with their proposals. As respondents enter information into the templates the page numbers will change, resulting in a need to update the Table of Contents prior to submittal. This can be done by clicking on the top left corner of the Table and selecting the option to Update Table.

Q20) For positions listed are you able to combine example School Age Specialist & Hispanic Outreach?

A20) Please see the answer to question number 16 above.

Q21) We are a new unlicensed registered ministry. Are we able to participate in this opportunity? We provide service for the ages of 6 weeks to 5 years for kindergarten. We also have a before and after care program as well as a summer youth program.

A21) Current child care providers may respond to this RFF.

Q22) What would be the minimum amount that we would be allowed to apply for?

A22) Respondents must provide a proposal for providing all required services to each county within the SDA.